



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
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21 May 02

POLICY LETTER 02-02

From: Commanding General
To: Distribution List

Subj: AMPLIFYING INSTRUCTIONS FOR THE ACTIVATION/DEACTIVATION
OF THE GOVERNMENT TRAVEL CHARGE CARD

Ref: (a) MARADMIN 264/02
(b) MCO 4600.40A

1. This letter is promulgated to implement more stringent policies to reduce the delinquency rate of the Government Travel Charge Card Program (GTCCP) aboard the Marine Air Ground Training Command (MAGTFTC). Reference (a) directs that all Government Travel Charge Cards (GTCC) be deactivated and that individual accounts be activated no earlier than 10 days prior to official travel. The following policies have been established, and are effective immediately, in order to maintain the highest level of readiness and mission accomplishment:

a. The GTCC for Colonels, Lieutenant Colonels, and civilians GS-15 through GS-13, as well as their NAF equivalent, will be reactivated and will remain activated unless directed by Bank of America or mandated by reference (b).

b. Directors may request that cardholders in good standing retain their active status.

c. Cardholders who are not covered by paragraphs 1.a. or 1.b. will request the activation of their travel card no earlier than 10 days prior to executing travel.

d. Situations involving special circumstances not covered by the references will be handled on a case-by-case basis.

e. A copy of all NAF and Reserve funded TAD Orders, to include ADSW orders, will be provided to the MAGTFTC Agency Program Coordinator (APC) to ensure activation of the GTCC for the authorized period of travel/use.

2. The intent of this policy is to reduce the delinquency rate of the GTCCP aboard MAGTFTC.

JOSEPH F. WEBER

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